



JOB DESCRIPTION

Job title: Fundraising Officer
Responsible to: Finance Director
Salary: £23-26,000 FTE, subject to experience
60-80% part-time (3-4 days a week)

Background

Freshwater Habitats Trust (FHT) is a wildlife conservation charity which works to protect UK freshwater wildlife through practical, evidence-based and innovative conservation projects. With a wide range of research, policy and practical conservation projects, and a challenging funding environment, fundraising for our projects and core income is as important as ever to enable us to deliver our long-term conservation aim 'to protect freshwater life for everyone to enjoy'. The organisation is entering an important period of development following the award of a major Heritage Lottery Fund grant for the project 'People, Ponds and Water'. This 3-year project will increase awareness both of the organisation and of freshwater biodiversity, leading to important new practical freshwater conservation projects, in partnership with a very wide range of organisations across England and Wales, designed to stem long-term declines in freshwater biodiversity. Substantial new fundraising activity will be needed to maximise the potential of this opportunity for the organisation.

We are looking for a capable and enthusiastic part-time Fundraising Officer, who will work closely with, and support, senior staff in a variety of fundraising tasks, in order to increase project and unrestricted income.

This job will provide an outstanding opportunity to help make a real difference to UK freshwater wildlife, working closely with a highly experienced, established team.

Job Description

The Fundraising Officer will work closely with senior staff to implement a fundraising programme for the current work of the organisation to enable FHT to deliver its aims, objectives and projects. The fundraising role within FHT encompasses:

- (i) Developing and maintaining project income through institutional donors, trusts and foundations
- (ii) Building unrestricted income by developing current income streams from individuals, corporate and major donors.

Areas of responsibility include:

- Research and keep track of funding opportunities, providing timely information to support the development of new bids.
- Work with the Director, Technical Director and other staff to develop and co-ordinate specific project funding proposals and bids to institutional donors, trusts and foundations.
- Develop FHT's ability to raise unrestricted funds from major donors, corporate and individuals, working with other team members on supporter engagement.

- Build a positive relationship between FHT and its financial supporters to maintain and grow their support.
- Run systems needed to help fundraising work, including maintaining a funding contacts database.
- Develop and work to an annual work plan, including specific financial targets.
- Report monthly on fundraising activities to the Senior Management Team.
- Contribute to developing FHT's policies and strategy through appropriate groups and internal structures.
- Be responsible for your own health and safety at work.
- Undertake other duties as the senior management team may from time to time require.

PERSON SPECIFICATION

Experience / skills

- 3-5 years' proven track record in a similar charity fundraising role, including achieving fundraising targets
- Experience of institutional grant proposal development and tender writing
- Experience of fundraising from major donors, corporates and individuals
- Excellent written and verbal communication skills, including the ability to interpret scientific / technical information for a lay audience
- Ability to plan, prioritise and execute a programme of work
- Good IT literacy, including using spreadsheets and databases
- Demonstrable interest in nature conservation, and general understanding of UK conservation sector
- An appropriate first or second degree, or equivalent experience
- Full current UK Driving licence

Personal Qualities

- You should be able to take responsibility for your areas of work, and also be able to work collaboratively, seeking, encouraging and building on the ideas of colleagues
- Independent thinker, able and willing to take a creative approach to problem solving and deal constructively with change
- Ability to organise your time efficiently and prioritise effectively to meet deadlines and work under pressure
- Good interpersonal skills: approachable, professional and courteous, able to talk to people at all levels
- Prepared to work flexibly: we generally work core hours but staff members have considerable autonomy in their personal working schedule.